



City of Phoenix

PROCESS FOR CHANGING TO AN E (EDUCATION) OCCUPANCY

The process for obtaining an E Occupancy will vary depending upon the characteristics of each building. Some buildings may currently be in compliance with E Occupancy requirements and the review and inspection process will be minimal. Those with challenges will have more extensive process requirements. Attached is an overview of the requirements to obtain any Certificate of Occupancy. The following are the suggested process steps for charter schools to obtain a change of occupancy.

1. Contact the Development Services Department Director's Office at 602-262-6901. If needed a project manager will assist you through the process. The complexity of your project will determine the process you will follow.
2. It is recommended that you hire a design professional to determine what alterations must be done to your building to upgrade to an E Occupancy. The alterations required will determine what plans will have to be submitted for review. The following is a list of the type of information that will be required for most change of occupancy reviews. Additional drawings or information may be required depending on the complexity of the project.
 - Project Description
 - Project Location
 - Owner/Applicant/Contractor Information
 - Site Plan
 - Floor Plan
 - Plumbing/Mechanical Plans (Sealed by a registered mechanical engineer)
 - Electrical Plans (Sealed by a licensed Electrical Engineer or provide contractors name and license)
 - Structural Plans (Sealed by a registered architect or structural engineer)
 - Detail Drawings (Sealed by a registered architect or structural engineer)
3. If it has been determined that your project must have site approval, you will submit eight copies of your site plan (checklist attached) to the Development Services Department, 200 W. Washington, 2nd floor. After site approval, you will submit two full sets of building plans to the Development Services Department, 200 W. Washington, 2nd floor for building approval. Plan review fees are based on the City of Phoenix Fee Schedule and are paid at the time of log-in.
4. Your project will be reviewed according to the process that has been determined best for your conditions. After the plans have been reviewed and approved, a permit fee is paid at the time of permit issuance. As required by ARS 15-189.01A, reviews for charter schools must take no longer than 30 days.
5. A licensed contractor(s) must complete the work required and call for inspections. The State Fire Marshal must approve all fire safety requirements in charter schools. After inspectors have approved all of the required alterations, a Certificate of Occupancy (requirements attached) will be issued.